

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Wednesday, July 7, 2021 (8:30 a.m.)  
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 16<sup>th</sup>, 2021 meeting.
2. Authorize agreement with Foodlink, Inc. to continue the Grab & Go weekly meal program for the Brighton Seniors Program (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute a contract with Foodlink, Inc. to provide weekly meals at the cost of \$2.98/meal to continue the Brighton Senior's Grab & Go Meal Program. The initial arrangement with Foodlink is effective nunc pro tunc July 7, 2021 through September 29, 2021 and can be renewed as needed until such time that our Brighton Seniors can resume the normal meal program (meeting in person) (see letter from. R. Cotter).
3. Approve budget transfer in the Clerk's office to allow for the purchase of a new desk and chair (Town Clerk's Office) – Request from Dan Aman for Town Board action to approve the following transfer of funds:  

To:	A.CLERK.1410.2.12	Office Furniture	\$1,050
From:	A.CLERK.1410.4.49	Other Contract Services	\$ 800
	A.CLERK.1410.4.83	Printing/Copy Charges	\$ 250

This will allow for the purchase of one new desk and desk chair to ensure each employee has their own distinct workspace (see letter from D. Aman).

4. Approve Title changes and Organizational chart amendments in the Highway and Sewer Departments (Highway/Sewer Dept.) – Request from Mike Guyon for Town Board action to approve the following title changes in the Highway and Sewer Departments respectively:

FROM:	TO:
Deputy Highway Superintendent	Deputy Commissioner of Public Works
Sewer Inspector	Sewer Foreman

further authorization to amend the Highway and Sewer organizational charts to reflect the new titles. The new titles better reflect the actual job duties and responsibilities of each position. Monroe County Civil Service has approved these titles and they exist on our current roster. The salary for Sewer Foreman must be adjusted in the Teamsters Bargaining Unit agreement to reflect the current starting salary of \$94,000 and the increase to \$95,800 upon the successful completion of the probationary period by Mr. Tim Jason (see letter from M. Guyon).

***EXECUTIVE SESSION ITEMS (Employment of a particular person)***

5. Approve appointment to fill vacant laborer position in the Sewer Department effective July 19, 2021 (Sewer Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer full-time in the Sewer Department. This appointment will be effective July 19, 2021 at the

starting hourly wage rate of \$19.83 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This position is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).

**\*\*DATE OF HIRE MAY CHANGE\*\***

6. Approve appointment to fill vacant laborer position in the Highway Department effective July 19, 2021(Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer full-time in the Sewer Department. This appointment will be effective July 19, 2021 at the starting hourly wage rate of \$19.83 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This position is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).

**\*\*DATE OF HIRE MAY CHANGE\*\***

7. Approve appointment of one Police Officer position in the Police Department effective July 17, 2021 (Police Dept.) – Request from Chief David Catholdi for Town Board action to approve an appointment to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective July 17, 2021 at the starting hourly wage rate of \$72,115 annually in accordance with Article 8 of the Collective Bargaining agreement with Brighton Police Patrol Association. This appointment is dependent upon successful completion of all testing, evaluations, and approvals as required by the Brighton Town Board and Monroe County Civil Service as well as the successful completion of the 26 week probationary period (see letter from D. Catholdi)
8. Approve appointment of one Police Officer position in the Police Department effective July 17, 2021 (Police Dept.) – Request from Chief David Catholdi for Town Board action to approve an appointment to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective July 17, 2021 at the starting hourly wage rate of \$62,712 annually in accordance with Article 8 of the Collective Bargaining agreement with Brighton Police Patrol Association, for new employees. This appointment is dependent upon successful completion of all testing, evaluations, and approvals as required by the Brighton Town Board and Monroe County Civil Service as well as the successful completion of the 52 week probationary period (see letter from D. Catholdi).

**\*\*End Executive Session\*\***

9. West Brighton Fire Protection District Request For Proposals Responses

The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, JULY 21, 2021 at 8:30 a.m.** in the AUDITORIUM at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE (Room Change)\*\***



Town of  
**Brighton**

Recreation  
Department

Rebecca Cotter  
Recreation Director

June 29, 2021

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

**Re: Brighton Seniors Grab and Go Meal Continuation**

Dear Finance Committee Members:

I respectfully recommend that you authorize the Town Supervisor to enter into an agreement with Foodlink, Inc., to continue the Grab and Go Weekly Meal program for the Brighton Seniors Program. This critical service provides an average of 60 meals per week to Brighton Seniors and was previously funded by the Monroe County Office for The Aging. The term of the contract with MCOFA has ended, and it is critical that this service remain in place until the Brighton Seniors are able to resume normal operations in person.

Foodlink was the lowest respondent to our request for pricing, and will provide weekly meals for \$2.98/meal. The term of this arrangement is through September 29, 2021 with the option to renew as needed until we are able to resume normal operations. Funding for this service is available in the 2021 Budget, A.REC.6772 4.49 (Other Contracted Services).

I further request that this authorization be effective nunc pro tunc to Wednesday, July 7, 2021 so there is no disruption in service to our Seniors.

Thank you for your consideration. I am happy to answer any questions you may have regarding this matter.

Sincerely,

*Rebecca Cotter*

Rebecca J. Cotter  
Recreation Director

## **GRAB AND GO MEAL PROGRAM TALKING POINTS**

- Grab and Go Meal Program was previously funded by Monroe County Office for the Aging with no cost to the town.
- Grab and Go Meal Program accepted suggested contributions of \$3.50 / meal
- Grab and Go Meal contributions collected to date (since 10/20) about: \$7,965
- Request for pricing was competed when we were informed that the term of the MCOFA contract was ending June 30, 2021.
- Goodwill price is \$8.30/meal vs. Foodlink price is \$2.98/meal
- We propose using Foodlink to provide this service.
- We will lower our suggested contribution to \$3.00/meal to offset the expense of the program.
- With this reduced rate, the voluntary contributions anticipated will likely cover a good portion of the expenses
- Expected to not exceed September 28 2021, or “until we resume in person meals”
- After completing Reference checks, other sites in the community report having contracts with Foodlink for meal services for many years with favorable and reliable outcomes.



# TOWN OF BRIGHTON

## RECREATION DEPARTMENT

220 Idlewood Rd.  
Rochester, NY 14618  
[www.townofbrighton.org](http://www.townofbrighton.org)

(585) 784-5260  
Fax: (585) 784-5365  
TTY: (585) 784-5381

2c

AGREEMENT, made on June 28 2021, between the TOWN OF BRIGHTON, a municipal corporation, with offices at 2300 Elmwood Avenue, Rochester, New York 14618, hereinafter referred to as the "Town", and

**Foodlink, Inc.**  
**1999 Mt. Read Blvd.**  
**Rochester, NY 14615**, Hereinafter referred to as the "Contractor".

The parties to the agreement, in consideration of the mutual promises set forth herein, hereby agree as follows:

**1) Services To Be Rendered.** The contractor hereby agrees to perform all services and perform all other obligations at the times and the places set forth below.

- a) Services: Contractor will provide meals for the Town of Brighton Senior Citizens Program in accordance with the Town of Brighton, Brighton Senior Center Request for Pricing: Weekly Meal Service attached hereto and the proposal submitted by Contractor in response to the same which proposal is also attached hereto. Meals will consist of a protein, vegetable, fruit, starch, and milk, in individualized portions and food items requiring refrigeration will be kept cold.
- b) Final meal order count will be provided by the Town to the Contractor on the Friday prior to delivery of each meal. Delivery of the meals will take place on Wednesdays and shall be delivered no later than 11:00 am .

**Method of Payment.** In consideration of the performance of the services to be rendered by the Contractor, the Town of Brighton agrees to compensate the Contractor and the Contractor agrees to accept in full satisfaction of all expenses and compensation due the following:

- a) The price of \$2.98 per meal ordered to be paid within 30 days of received completed invoice.

The said itemized voucher must be approved by the Recreation Director or by her designee, audited by the Director of Finance of the Town of Brighton, and approved for payment by the Town Board.

**2) Term.** The term of the Agreement shall commence as of 7/7/2021, and continue until 9/28/2021 with the option to renew with no change to price, terms, or conditions of contract, as needed, provided, that any obligation of the Town under this Agreement which requires the expenditure of Town funds at a time beyond the fiscal year in which this Agreement is executed is expressly contingent upon the appropriation of funds for such purpose by the Town Board for the fiscal year in which they are expended.

**3) Termination.** The Town reserves the right to terminate this Agreement immediately upon written notice to the Contractor, by Certified Mail, Return Receipt Requested or personal delivery of such notice for the following reasons:

- a) In the event that a minimum registration of 15 persons is not reached for the program.
- b) In the event that the job performance by the Contractor is deemed unacceptable by the Town.

- c) In the event that the Town determines that termination is in the best interest of the Town, including without limitation a determination that the Town lacks sufficient funding to offer the program or service provided by the Contractor.
- d) In the event that the Contractor fails to maintain in effect any required insurance policy and/or fails to provide to the Town any certificate(s) of Insurance pursuant to Paragraph 9 of this Agreement.

In the event of termination under this Agreement, the Contractor shall only be entitled to remuneration for services rendered to the Town to the date of such termination.

**4) Integration of Agreement.** This instrument contains the entire Agreement between the parties and no statements, promises or inducements made by either party or agent of either party, that are not contained in this written Agreement may not be enlarged, modified or altered except in writing and initialed by both parties.

**5) Independent Contractor.** The contractor covenants and agrees that it will conduct itself consistent with its status, said status being that of an independent contractor, and that it, its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, nor make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement membership or credit. This document shall not constitute the appointment of contractor as the Town's agent, and Contractor agrees that he will not act as or hold himself out as the agent of the Town.

**6) Contractor's Sole Responsibility.** The Contractor shall be solely responsible for:

- a) performing safety inspections of the premises or grounds in which the activity or program is conducted and the equipment and materials used in the activity or program;
- b) reporting to the Town any observed safety deficiencies in any premises, grounds, equipment or materials owned or provided by the Town;
- c) providing adequate supervision of the participants, the instructors or other agents or employees of the Contractor and the activity or service provided by the Contractor; and
- d) Agreement that it will not assign, transfer, convey, sublet or otherwise dispose of this contract or its right, title or interest therein, nor any part thereof, nor any money which are or will become due and payable thereunder without the prior written consent of the Town of Brighton.

**Indemnification.** The Contractor agrees to indemnify, defend and hold the Town harmless from and against any and all claims, actions, damages, liability and expense, including attorney fees and cost of defense, in connection with loss of life, personal or bodily injury and/or damage to property that may be done or suffered by reason of the Contractor's fault or negligence in the performance of or failure to perform his responsibilities as stated in this Agreement, or occasioned all or in part by any act or omission of the Contractor, his agents or employees or otherwise arising from this agreement or out of services which the Contractor may perform.

**8) Insurance.** Contractor will be required to maintain Commercial General Liability Insurance and Automobile Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence/accident (\$3,000,000.00 aggregate) and name the Town as additional insured. Contractor shall maintain in effect without interruption for the term of this Agreement all insurance coverage as required by the Town. The Contractor shall deliver a Certificate of Insurance to the Town evidencing such coverage: (a) at the time of execution of this Agreement; and (b) immediately upon any renewal of said policy during the term of this Agreement. The original and any renewal Certificates shall be attached to and incorporated into this Agreement. The Contractor's failure to provide said Certificates in a timely manner shall entitle the Town to withhold payments and/or to terminate this Agreement as provided in Paragraph 4 (d), above.

**9) Participant Accessibility.** The Contractor agrees that there will be no discrimination by race, creed, disability, gender or place of birth of any participant that is registered in a program that the Contractor is responsible for.

**10) Americans with Disabilities Act (A.D.A).** The Town is pleased to comply with the Americans with Disabilities Act (A.D.A) regulations. Individuals with disabilities are encouraged to register for general recreation programs. The Contractor agrees to make reasonable accommodations for individuals with disabilities on a case-by-case basis.

**11) Compliance with the Human Rights Law.** The Contractor agrees to abide by the applicable provisions of the Human Rights Law of the State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

IN WITNESS WHEREOF, The parties hereto have executed this agreement the day and year first above written:

**CONTACTOR (Individual)**

By \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Print Name)

**TOWN OF BRIGHTON:**

By \_\_\_\_\_ Recreation Director \_\_\_\_\_ (Date)

By \_\_\_\_\_ Town of Brighton Supervisor \_\_\_\_\_ (Date)



## Office of the Town Clerk

**Daniel Aman, RMC**  
Town Clerk & Receiver of  
Taxes

June 22, 2021

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave  
Rochester, NY 14618

Dear Board Members:

I am requesting Town Board authorization to transfer an amount up to \$800 from A.CLERK.1410 4.49 to A.CLERK.1410 2.12. This transfer will allow for the purchase of a new desk for the Town Clerk's Office to ensure that each employee has their own distinct workspace.

I am also requesting the Town Board authorize a transfer of up to \$250 from A.CLERK.1410 4.83 to A.CLERK.1410 2.12. This transfer will allow for the replacement of a broken desk chair in the Town Clerk's Office.

Respectfully,

Daniel Aman  
Brighton Town Clerk

Cc: Paula Parker



106 Despatch Drive, Suite 2, East Rochester, NY 14445  
 P: 585.673.2719 F: 585.387.9222 www.intivity.com

# PROPOSAL

3b

PROPOSAL NUMBER	9628-0
DATE	06/10/21
PROJECT NUMBER	14281
PROJECT NAME	
SALESPERSON	TYLER HANN
PAGE	1 of 1

BILLING ADDRESS		SHIPPING ADDRESS	
CUSTOMER PURCHASE ORDER		PROPOSAL #	ACCOUNT NUMBER/DEPT
QUOTE	QUOTE	14281	QUOTE

ITEM NUMBER	PRODUCT DESCRIPTION	ORD QTY	UNIT PRICE	EXTENDED
H38932	PRICING PER NYS CONTRACT# PC68432 **Attention :DAN AMAN 784-5242  38000 60"W 30"D 29-1/2"H Modular Desk Shell Option = \$(L1STD) GRD L1 STANDARD LAMINATES Option = .L6 LAM: GREY TIGRIS Option = \$(P1) P1 PAINT OPTS Option = .T5 GREIGE PLEASE TAG AS FOLLOWS: H38932	1	416.66	416.66
H38944L	38000 Series Return Left 48"W 24"D 29-1/2"H Option = \$(L1STD) GRD L1 STANDARD LAMINATES Option = .L6 LAM: GREY TIGRIS Option = \$(P1) P1 PAINT OPTS Option = .T5 GREIGE PLEASE TAG AS FOLLOWS: H38944L	1	318.26	318.26
HMPTT2460	24X60 TABLE TOP Option = .N No Grommets Option = \$(L1STD) Grd L1 Standard Laminates Option = .LKI1 LAM: Kingswood Walnut Option = .KI EDGE: Kingswood Walnut	1	148.00	148.00
HMPTBFX	FIXED LEG (2 PER CARTON) Option = \$(P1) P1 Paint Opts Option = .T5 Greige	1	101.53	101.53

Interested in financing? Go to our website for more info: fmop.com/Financing.html

The prices quoted are valid for 30 days unless otherwise noted.

SUB-TOTAL

TAX

TOTAL DUE



## Proposal

We have moved, please see our  
new address

Workplace Interiors, LLC  
10 Carlson Road  
Rochester, NY 14610  
Phone: 585.425.7420  
<https://www.workplaceint.com>

Order Number	4080
Date	06/07/2021
Customer PO No	
Customer Name	TOWN OF BRIGHTON
Salesperson	Michael Walton
Project Number	
Terms	NET 15
Page	1 of 2

T TOWN OF BRIGHTON  
O 2300 ELMWOOD AVE  
ROCHESTER, NY 14618

ATTN: DAN AMAN  
Phone: 585-784-5250  
Email: daniel.aman@townofbrighton.org

S TOWN OF BRIGHTON  
H 2300 ELMWOOD AVE  
I  
P ROCHESTER, NY 14618

T ATTN: DAN AMAN  
O Phone: 585-784-5250  
Email: daniel.aman@townofbrighton.org

Prepared for : DAN AMAN

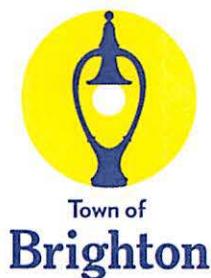
PLEASE MAKE PURCHASE ORDER OUT TO:  
NATIONAL OFFICE FURNITURE  
C/O WORKPLACE INTERIORS  
1600 ROYAL STREET  
JASPER, INDIANA 47546

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	NATIONAL OFFICE FURNITURE, INC. N76MM2SB FIERCE,MESH BACK,HEIGHT ADJUSTABLE ARMS,SEAT SLIDE,BLACK	247.38	247.38

Order Sub-Total : \$247.38

**TOTAL ORDER : \$247.38**

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED      THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE



## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

June 23, 2021

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

re: Title Changes  
Amend the Sewer and Highway Department Organizational Chart

Dear Chairman DiPonzio and Committee Members:

I am requesting that FASC recommend that the Town Board change the Deputy Highway Superintendent and Sewer Inspector titles to Deputy Commissioner of Public Works and Sewer Foreman respectively. Additionally, I am requesting that the Highway and Sewer Departments' organizational charts be amended accordingly. The new titles better reflect the duties of each position. I have attached the job descriptions of the existing and proposed titles for your reference. The proposed titles have been approved by the Monroe County Civil Service for use by the Town of Brighton.

The Deputy Commissioner of Public Works title will allow Steve Zimmer to facilitate the leadership transition in the Sewer Department. The current title Deputy Highway Superintendent title limits the responsibility of this position to the Highway Department and on paper limits sharing Steve Zimmer's legacy knowledge of the wastewater industry and the operation of the sewer department.

The current Sewer Construction Inspector's position manages and oversees the sewer department. However, this title description indicates that this position's primary responsibility is the inspection of sewer installations, conveyance and collection system. The title Sewer Foreman best describes the responsibilities of this position. The Sewer Construction Inspector is a member of the Teamster Union. The union contract also includes the Sewer Foreman title however; the salary schedule must be adjusted to match Tim Jason's current salary. We are requesting to modify the Sewer Foreman pay schedule to be equal to Tim's current salary of \$94,000 which is expected to increase to \$95,800 when his probationary period ends this October.

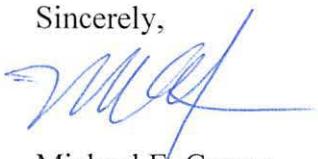
The former titles, Deputy Highway Superintendent and Sewer Construction Inspector are competitive titles and require the candidate to take a civil service exam. Whereas, the proposed titles are exempt and non-competitive for each respective position.

Provided the Town Board is amenable to amending the Sewer Foreman salary, the salary schedules for both titles will remain unchanged and the proposal will be budget neutral.

In closing, I request that the organizational charts for the highway department and sewer department be amended to include the titles of Deputy Commissioner of Public Works and Sewer Foreman. These titles will replace the existing Deputy Highway Superintendent and Sewer Construction Inspector titles respectively. In addition, I request that the Non-Represented Full-Time Wage Schedule be amended to include the title of Deputy Commissioner of Public Works to the Group 10 category.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 7, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,



Michael E. Guyon  
Commissioner of Public Works

cc: K. Gordon  
B. Monroe  
S. Zimmer  
T. Jason



Town of  
**Brighton**

Public Works  
Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

June 21, 2021

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Proposed Permanent Hiring  
Laborer Position (Sewer Department)

Dear Chairperson DiPonzo and Committee Members:

The promotion of Michael Allen to Sr. MEO resulted in a vacant laborers position in the Sewer Department that should be filled. We recently interviewed ten candidates for this position and selected [REDACTED] to fill the vacancy. Therefore, I am recommending:

- 1) [REDACTED] be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be July 19, 2021 with the starting wage to be \$19.83/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2021 budget. [REDACTED] has worked in the sewer department as summer help and is a well-qualified candidate as demonstrated by his experience and references.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 30, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon  
Commissioner of Public Works

cc: S. Zimmer  
T. Jason  
P. Parker  
B. Monroe  
T. Van Putte  
K. Gordon



# Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

July 1, 2021

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Proposed Permanent Hiring  
Laborer Position (Highway Department)

Dear Chairperson DiPonzo and Committee Members:

We are presently evaluating the promotion of an MEO to a Sr. MEO which in turn will result in the promotion of a Laborer to and MEO thus freeing up a Laborer position. We are requesting to fill the laborer position at this time in anticipation of the promotions referenced herein. We recently interviewed ten candidates for this position and selected [REDACTED] to fill the vacancy. Therefore, I am recommending:

- 1) [REDACTED] be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be July 19, 2021 with the starting wage to be \$19.83/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2021 budget. [REDACTED] is a well-qualified candidate as demonstrated in the interview process and his references.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 7, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink that appears to read "Michael E. Guyon".

Michael E. Guyon  
Commissioner of Public Works

cc: S. Zimmer  
P. Parker  
B. Monroe  
T. Van Putte  
K. Gordon



Town of  
**Brighton**

## Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



David Catholdi  
Chief of Police

July 2, 2021

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Board Members:

As a result of recent retirements there currently exist six vacancies in the Police Department. After an extensive search for qualified candidates, I am recommending that [REDACTED] be hired to fill one of the positions.

[REDACTED] is currently a Deputy Sheriff with the [REDACTED] County Sheriff's Office, where he has served since February 2018. [REDACTED] has a Master's Degree in Criminal Justice from the University at Albany.

On June 3, 2021, a Conditional Offer of Employment was extended to [REDACTED] with a starting salary of \$72,115 in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrol Association. This appointment, pending successful completion of all testing, evaluations, and approvals as required by the Town of Brighton and the Monroe County Civil Service Commission, will be effective July 17, 2021, for a probationary period of twenty-six (26) weeks.

Sincerely,

A handwritten signature in black ink, appearing to read "David Catholdi".

David Catholdi  
Chief of Police

xc: Paula Parker, Director of Finance  
Tricia Van Putte, Director of Personnel  
Dan Aman, Town Clerk



Town of  
**Brighton**

## Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



David Catholdi  
Chief of Police

July 2, 2021

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Board Members:

There currently exist six vacancies within the Brighton Police Department. I am recommending that [REDACTED] be hired to fill one of the vacancies.

[REDACTED] is currently on the Civil Service list of eligible candidates for Deputy Sheriff/Police Officer.

[REDACTED] has an Associate's Degree in Business Administration and Technology from ABEU-CETEC in Rio De Janeiro, Brazil.

I hereby request that [REDACTED] be appointed as a Police Officer effective July 17, 2021 at a starting salary of \$62,712 (*new employee*) in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrol Association. This appointment is contingent upon the successful completion all testing, evaluation, and approval as required by the Town of Brighton and the Monroe County Civil Service Commission and will be effective July 17, 2021 for a probationary period of fifty-two (52) weeks.

Respectfully,

A handwritten signature in black ink.

David Catholdi  
Chief of Police

xc: Paula Parker, Director of Finance  
Tricia Van Putte, Director of Personnel  
Daniel Aman, Town Clerk